APPENDIX 4A-1

TO ANNOUNCE A POSITION CHECKLIST

SF 52 - To announce a position (Fill)

- 1. Indicate in Remarks Section if position is to be filled via Merit Promotion only.
- 2. Signatures: Part A
- Block 5. Signature of individual requesting the position be announced. Normally, this will be the first-level supervisor. The referral certificate will be sent to the individual whose name appears in block 5.
- Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum may be used for the signatures of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he/she is the individual who administers the program ceiling which TAG has allotted the command.

- 3. ANG request should have functional code entered in Part B, block 15.
- 4. Prior to requesting fill of a position the position description must be reviewed and the following statement entered in Part D, "The position description for this vacancy has been reviewed and a determination made that it accurately and adequately describes the duties to be performed. Incumbency of this position is necessary to accomplish the mission of this organization."
- 5. Indicate in Part D Remarks, if a security clearance is required for the position. Normally the security clearance required for performance of technician duties will be the same as that required for his/her compatible military assignment.
- 6. Submit original only.

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

PART A - Reque 1. Actions Requested	esting Offic	e (Also col	mplete Part B,	Items 1,	7-22, 3	32, 33,	36, and 39).)	2. Reques	st Number	
FILL	0 11 /4/	17.1.1							4 Propose	d Effective Date	
3. For Additional Inform			e Number)						4. 1100030	7 Ellective Date	
JOHN L. DOE, 5. Action Requested By			e and Request Date)		6. Action	Authorized	by (Typed Nam	ne, Title, Signature, an	d Concurre	nce Date)	
JOHN L. DOE, S			, 4.74 . 1044451 2 410,				ONE, AO, 2				
PART B - For Prep 1. Name (Last, First, Mi		F 50 <i>(Use o</i>	nly codes in FPN	M Supplem		1. Show Security Nur		month-day-year 3. Date of Birth	order.) 4. Effecti	ve Date	
FIRST ACTION 5-A. Code 5-B. Nature of	of Action					ID ACTI 6-B. Natur	ON re of Action				
5-C. Code 5-D. Legal A	uthority	1			6-C. Code 6-D. Legal Authority						
5-E. Code 5-F. Legal Au	uthority				6-E. Code	6-F. Legal	Authority		~		
7. FROM: Position Tit	tle and Numb	er			15. TO: F	Position Ti	tle and Numb	er			
					TRAIN R0255		ECHNICIAN FC: 33	10 (List FC	if Air	Guard)	
8. Pay Plan 9.Occ. Code 10	O.Grade or Level 1	1.Step or Rate 12	2. Total Salary	13.Pay Basis	16. Pay Plan GS	17. Occ. Code 1702	18.Grade or Leve	19.Step or Rate 20. To	otal Salary/	Award 21. Pay Basis	
12A. Basic Pay	2B. Locality Adj.	12C. Adj	. Basic Pay 12D. Ot	ther Pay	20A. Basi	c Pay	20B. Locality	Adj. 20C. Adj. Bas	sic Pay 20	D. Other Pay	
14. Name and Location	of Position's C	rganization			JFHQ,	, AL, E	on of Position's P.O. BOX AL 3610	3711			
EMPLOYEE DAT 23. Veterans Preference 1 - None 2 - 5-Point 27. FEGLI 30. Retirement Plan			5 - 10-Point/Other 6 - 10-Point/Compens			0 - None 1 - Permane tant Indicat	2 - Conditional nt 3 - Indefinite or	25. Agency Use	YES 29. Pay F	rans Pref for RIF NO Rate Determinant Time Hours Per Biweekly	
POSITION DATA	۸									Pay Period	
34. Position Occupied 1 - Competitive 2 - Excepted Se	Service 3	- SES General 4 - SES Career		egory exempt Nonexempt	36. Appro	priation Co	de		37. Barga	aining Unit Status	
38. Duty Station Code			39. Duty Station MONTGOME								
40. Agency Data	41.	4	42.	43.		44.					
45. Educational Level	46. Year De	egree Attained	47. Academic Discipli	ine 48. Funct	tional Class	49. Citiz	zenship - USA 8 - Other	50. Veterans Status	51. Supe	ervisory Status	
PART C - Review	ws and Ap			y request	-		1	Initials/Signature	1 1	Date	
1. Office/Function		Initials/Signatur	e	Date	D.			Illudis/Signature		Date	
A.					-						
В.					E.						
C.					F.						
2. Approval: I certify proposed action is in co					Signature					Approval Date	
CONTINUED ON REV	/ERSE SIDE				OVER		Editions	Prior to 7/91 Are N		After 6/30/93 0-01-333-6239	

22 February 2010

lote to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)											
The position description for this valuescribes the duties to be performation.	•										
Merit Promotion Vice: Jane L. Doe - Retir	ing 30 Mar 09										
Security Clearance Require	ed: Secret										
Max Grade: If supervisor's position,	enter both maximum and	d minimum grade.									
PART E - Employee Resignation/F	Retirement Privacy Act	Statement									
			s with regard to employment of								
You are requested to furnish a specific etirement and a forwarding address. You iny future decision regarding your re-emp and may also be used to determine you compensation benefits. Your forwarding o mail you copies of any documents you compensation to which you are entitled.	ur reason may be considered in loyment in the Federal service ur eligibility for unemployment address will be used primarily	individuals in the Federal service ar requires agencies to furnish the Federal service to the Secretary	nd their records, while section 8506 specific reason for termination of of Labor or a State agency in of unemployment compensation								
This information is requested under author 8506 of title 5, U.S. Code. Sections 30		provide it may result in your not a documents you should have; (2) pay	is voluntary; however, failure to receiving: (1) your copies of those or other compensation due you; and ion benefits to which you may be								
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, Cit	ty, State, ZIP Code)								
PART F - Remarks for SF 50											

APPENDIX 4B-1

CONVERSION OF INDEFINITE TECHNICIAN TO PERMANENT WHEN ORIGINAL ANNOUNCEMENT PROVIDES FOR CONVERSION WITHOUT FURTHER COMPETITION

CHECKLIST

SF 52 - Conversion to Permanent from Indefinite

- 1. SF 52 will be prepared and forwarded thru channels to HRO.
- 2. Signatures: Part A
- Block 5. Signature of the individual making recommendation to TAG for appointment. Normally, this will be the first-level supervisor of the position.
- Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signature of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he/she is the individual who administers the program ceiling which TAG has allotted his command.

3. Submit original only.

PART A - Requ 1. Actions Requested CONVERSION					Items 1,	7-22, 3	32, 33,	, 36, and 3	9.)		2. Reque	st Number
3. For Additional Inform											4. Propose	ed Effective Date
JOHN L. DOE	, 222-000	0.0										
5. Action Requested B	y (Typed Name	e, Title, Signatur	e, and R	equest Date)		6. Action	Authorize	ed by <i>(Typed Nar</i>	ne, Title, S	Signature, and	d Concurre	ence Date)
JOHN L. DOE,	SUPV, 22	FEB 09				HENRY	A. AN	YONE, AO,	23 FEB	09		
PART B - For Pre		SF 50 (Use	only co	des in FPN	M Supplem	ent 292-			n month		order.) 4. Effect	ive Date
1. Name (Last, First, M HAPPY, JANE								9 - 9999	3. Date	OI BIITTI	4. Ellect	ive Date
FIRST ACTION						SECON	ID ACT	TION				
5-A. Code 5-B. Nature						6-A. Code	6-B. Na	ture of Action				
5001501	A 41 - 11					6 C Code	60 100	gal Authority				
5-C. Code 5-D. Legal	Authority					6-C. Code	o-D. Leç	gal Authority				
5-E. Code 5-F. Legal /	Authority					6-E. Code 6-F. Legal Authority						
7. FROM: Position T	itle and Num	ber				15. TO: I	Position	Title and Num	oer			
TRAINING TEC	CHNICIAN					TRAIN	NING S	TECHNICIA				
R0255100 FC: 3310 (List FC if Air Guard)							5100	FC: 3	310 (L	ist FC	if Ai	r Guard)
8 Pay Plan 9 Occ. Code	13.Pay Basis	16. Pav	17. Occ.	18.Grade or Lev	el 19.Step o	or Rate 20. To	tal Salary	Award 21. Pay				
GS 1702								0.0			,	Basis
12A. Basic Pay	12B. Locality Adj	. 12C. Ad	lj. Basic I	Pay 12D. 01	ther Pay	20A. Basi	1702 c Pay	20B. Locality	Adj. 2	OC. Adj. Bas	ic Pay 20	DD. Other Pay
								(5)		•		
14. Name and Location		-						ation of Position's P.O. BOX		tion		
JFHQ, AL, P MONTGOMERY, HQ, 1/167TH	AL 36109					MONTO	GOMER'	Y, AL 361 TH INF		.1		
EMPLOYEE DA						104 7					106 1/	erans Pref for RIF
23. Veterans Preference	3 - 10-Point/			-Point/Other		24. Tenur	0 - None	2 - Conditiona	25. Age	ncy Use	-	
2 - 5-Point 27. FEGLI	4 - 10-Point/	Compensable	6 - 10	-Point/Compen	Sable/30%	28. Annui				l	29. Pay	S NO Rate Determinant
30. Retirement Plan			3	1. Service Comp	p. Date (Leave)	32. Work	Schedule				33. Part	Time Hours Per Biweekly Pay Period
POSITION DAT			10	5. FLSA Cate							loz p	
1 - Competitin 2 - Excepted	ve Service	3 - SES General 4 - SES Career		E - E N - N	xempt Nonexempt	36. Appro					37. Barg	aining Unit Status
38. Duty Station Code	Э			,	on <i>(City - Col</i> ERY , MOI			seas Location)				
40. Agency Data	41.		42.	·ION I GOM	43.	VI GOMEN	44.	TADAI:IA				
To. Agono, Data	1											
45. Educational Level	46. Year I	Degree Attained	47. Aca	demic Discipli	ne 48. Funct	ional Class	49. C	itizenship 1 - USA 8 - Othe		erans Status	51. Sup	ervisory Status
PART C - Revie	ws and A	pprovals (N	ot to	be used b	y request	ing offic	ce.)			4.0		
1. Office/Function		Initials/Signatu	ıre		Date	Office	e/Function		Initials/	Signature		Date
Α.						D.						
В.						E.						
C.						F.						
2. Approval: I certify proposed action is in c	y that the infor	mation entered of statutory and re	on this for	orm is accurat requirement	e and that the	Signature		A control of the cont				Approval Date
CONTINUED ON RE 52-118	VERSE SIDE					OVER		Editions	Prior to			e After 6/30/93 0-01-333-6239

PART D - Remarks by Requesting Office											
(Note to Supervisors: Do you know of additional or conflicting reaso If "YES", please state these facts on a separat			YES NO								
This position is now a permanent posi- competition due to previous competition	tion and i	ncumbent is being converted to	permanent with								
competition due to previous competitiv	on on Anno	ancement Number 05-000.									
PART E - Employee Resignation/Retirement											
	Privacy Act	Statement									
You are requested to furnish a specific reason for your re- retirement and a forwarding address. Your reason may be cany future decision regarding your re-employment in the Fed and may also be used to determine your eligibility for un compensation benefits. Your forwarding address will be us to mail you copies of any documents you should have or compensation to which you are entitled.	considered in deral service employment sed primarily	and agencies to issue regulations with individuals in the Federal service and their requires agencies to furnish the specific Federal service to the Secretary of Lab connection with administration of une programs.	ecords, while section 8506 reason for termination of or or a State agency in								
This information is requested under authority of sections 30' 8506 of title 5, U.S. Code. Sections 301 and 3301 authority of sections 301 and 3301 authority of sections 301 and 3301 authority of sections 30' authority of sections 30' and 30' authority of sections 30' authority of secti	1, 3301, and orize OPM	The furnishing of this information is volu provide it may result in your not receiving documents you should have; (2) pay or other (3) any unemployment compensation benefitited.	(1) your copies of those compensation due you; and								
1. Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalizations. Your resignation/retirement is effective at the end of the day - midnight - unless you specify otherwise.)											
avolu generalizations. Tour resignation/retirement is end	ective at the end	To the day - midnight - diliess you specify other	, Wisc.,								
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, 2	ZIP Code)								
PART F - Remarks for SF 50											

APPENDIX 4C-1

PROMOTION WITHOUT COMPETITION CHECKLIST

SF 52 - Promotion Without Competition

- 1. SF 52 will be prepared and forwarded thru channels to HRO.
- 2. Signatures: Part A
- Block 5. Signatures of the individual making recommendation to TAG for promotion. Normally, this will be the first-level supervisor.
- Block 6. Signatures of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he/she is the individual who administers the program ceiling which TAG has allotted his command.

- 3. Submit original only.
- 4. The following are actions that may be exempt from competition.
- a. Promotion due to issuance of new classification standards or the correction of a classification error.
- b. Placement of over graded technicians entitled to grade retention as a result of RIF or reclassification
- c. Promotion when competition was held earlier (i.e., position advertised with known promotion potential).
- d. Re-promotion to a grade or an intervening grade or position from which a technician was demoted without personal cause and not at his or her request.
- e. Promotion resulting from a technician's position being reclassified at a higher grade because of additional duties and responsibilities.
 - f. Position change to a position having no higher promotion potential.

- g. Position change required by RIF procedures.
- h. Temporary promotion of 120 days or less.
- i. Selection of a former technician from the Reemployment Priority List for a position at the same or lower grade than the one last held.

APPENDIX 4C-2

PART A - Requesting 1. Actions Requested PROMOTION	Office (Also comp	ete Part B, Items 1	, 7-22, 32, 33,	36, and 39.)	2. Re	equest Number				
3. For Additional Information Ca	II (Name and Telephone Nu	mber)			4. Pro	posed Effective Date				
JOHN L. DOE, 222-	0000									
5. Action Requested By (Typed	Name, Title, Signature, and	d Request Date)	6. Action Authorized	by (Typed Name, Title	e, Signature, and Cond	currence Date)				
JOHN L. DOE, SUPV,	22 FEB 09		HENRY A. ANY	ONE, AO, 23 FE	EB 09					
PART B - For Preparation 1. Name (Last, First, Middle)	of SF 50 (Use only	codes in FPM Supple	2. Social Security Nu			fective Date				
HAPPY, JANE L.			999-99-9999 01-01-89							
FIRST ACTION			SECOND ACTION							
5-A. Code 5-B. Nature of Action	ı		6-A. Code 6-B. Nature of Action							
5-C. Code 5-D. Legal Authority			6-C. Code 6-D. Lega	al Authority						
E.E. Codo E.E. I. I.A. da da			6-E. Code 6-F. Lega	I A. th ority						
5-E. Code 5-F. Legal Authority			6-E. Code 6-F. Lega	al Authority						
7. FROM: Position Title and	Number		15. TO: Position T	Title and Number						
			TRAINING T	ECHNICIAN						
TRAINING TECHNICI R0255100 FC:	3310 (List FC	if Air Guard)	R0255100		(List FC if a	Air Guard)				
	,									
8. Pay Plan 9.Occ. Code 10.Grade of	Level 11.Step or Rate 12. To	tal Salary 13.Pay Ba	sis 16. Pay 17. Occ. Plan Code GS 1702	18.Grade or Level 19.Ste	ep or Rate 20. Total Sal	ary/Award 21. Pay Basis				
GS 1702 09 12A. Basic Pay 12B. Locali	ni Adi I 120 Adi Bas	in Day 12D Other Boy	GS 1702 20A. Basic Pay	20B. Locality Adi.	20C. Adi. Basic Pay	20D Other Pay				
12A. Basic Pay 12B. Locali	ty Adj. 12C. Adj. Bas	ic Pay 12D. Other Pay	200. Basic Pay 200. Eccaitty Auj. 200. Auj. Basic Pay 200. Other							
14. Name and Location of Positi	on's Organization		22. Name and Locat	ion of Position's Organ	ization					
JFHQ, AL, P.O. BO			JFHO, AL,	P.O. BOX 371	1					
MONTGOMERY, AL 36				, AL 36109-0						
HQ, 1/167TH INF			HQ, 1/167T	H INF						
EMPLOYEE DATA 23. Veterans Preference			124. Tenure	125 4	Agency Use 26. V	/eterans Pref for RIF				
1 - None 3 - 10-		10-Point/Other 10-Point/Compensable/30%	0 - None 1 - Perman	2 - Conditional ent 3 - Indefinite		YES NO				
27. FEGLI	- Contraction Cont	- To Form, Componitudity Co. 18	28. Annuitant Indicator 29. Pay Rate De							
			257 7 7 100 25							
30. Retirement Plan		31. Service Comp. Date (Leav	e) 32. Work Schedule	***************************************	33. P	Part-Time Hours Per Biweekly				
						Pay Period				
POSITION DATA		ISE FIEA Catagon			loz s					
34. Position Occupied 1 - Competitive Service	3 - SES General	35. FLSA Category E - Exempt	36. Appropriation Co	ode	37. E	Bargaining Unit Status				
2 2 - Excepted Service 38. Duty Station Code	4 - SES Career	N - Nonexempt 39. Duty Station (City - C	County - State or Overse	eas Location						
30. Daty Station Code		MONTGOMERY, MO								
40. Agency Data 41.	42.	43.	44.							
45. Educational Level 46. Y	ear Degree Attained 47. A	cademic Discipline 48. Fur	ctional Class 49. Cit	tizenship 50. \	/eterans Status 51. S	Supervisory Status				
				1 - USA 8 - Other						
PART C - Reviews an	d Approvals (Not to	be used by reque								
1. Office/Function	Initials/Signature	Date	Office/Function	Initia	als/Signature	Date				
A.			D							
			_							
B.			E.							
C.			F.							
2. Approval: I certify that the	information entered on this	form is accurate and that	the Signature			Approval Date				
proposed action is in compliance	with statutory and regulat	ory requirements.								

PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reason If "YES", please state these facts on a separate	YES [NO		
Incumbent is being promoted to the GS- Number 09-283. Incumbent now meets ful Development Plan is attached to verify	l qualific	cations for the GS-11 level	on Announcement and an Indivi	ent idual
beverepone rrain is accessed to re,	1			
PART E - Employee Resignation/Retirement				
	Privacy Act	Statement		
You are requested to furnish a specific reason for your restretirement and a forwarding address. Your reason may be composed any future decision regarding your re-employment in the Fed and may also be used to determine your eligibility for uncompensation benefits. Your forwarding address will be used to mail you copies of any documents you should have or compensation to which you are entitled.	onsidered in eral service employment ed primarily	and agencies to issue regulations w individuals in the Federal service and the requires agencies to furnish the spec Federal service to the Secretary of connection with administration of programs.	eir records, while sec ific reason for term Labor or a State	ction 8506 nination of agency in
This information is requested under authority of sections 301 8506 of title 5, U.S. Code. Sections 301 and 3301 author	voluntary; however, ving: (1) your copie ther compensation du penefits to which yo	s of those ue you; and		
avoid generalizations. Your resignation/retirement is effe	ctive at the end	d of the day - midnight - unless you specify	otherwise.)	
2. Effective Date 3. Your Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, St	ate, ZIP Code)	
PART F - Remarks for SF 50				

APPENDIX 4D-1

TEMPORARY APPOINTMENT CHECKLIST

SF 52 - Temporary Appointment

- 1. Part A, Block 1 Enter "Temporary Appointment NTE_____" and enter date temporary appointment terminates.
- 2. In the remarks section (Part D) thoroughly justify the need for a temporary employee.
- 3. Signatures: Part A
- Block 5. Signature of individual making recommendation to TAG for appointment. Normally, this will be the first level supervisor.
- Block 6. Signature of the individual responsible for manning/ceiling control.

A Memorandum/Letter may be used for signatures of other individuals in the chain of command. For ARNG units the AO of the major command must sign in block 6 as he is the individual who administers the program ceiling which TAG has allotted his command.

- 4. OF 612 must be attached. If the individual has prior active military service, a copy of his/her DD Form 214 must be attached.
- 5. Temporary technicians are not required to meet military compatibility requirements unless the appointment exceeds 24 months.

APPENDIX 4D-2

PART A - Requested 1. Actions Requested TEMPORARY AF	•				Items 1,	7-22, 3	2, 33,	36, and 35	9.)		2. Re	quest Num	nber	
3. For Additional Inform												oosed Effect		
JOHN L. DOE,												-15-0		
5. Action Requested By			nd Reque	st Date)				by (Typed Nan			re, and Conc	urrence Da	ite)	
JOHN L. DOE,	SUPV, 22 FEB	09				HENRY	A. ANYC	ONE, AO, 2	23 FE	В 09				
PART B - For Pre	paration of SF 5	0 (Use only	v codes	in FPN	A Supplen	nent 292-	1. Show	v all dates ir	n mon	th-dav-	vear order	.)		
1. Name (Last, First, N							Security Nu			e of Birth		ective Dat	В	
HAPPY, JANE	L.					999-99-9999 01-01-89								
FIRST ACTION 5-A. Code 5-B. Nature	of Action						6-B. Natur	ON re of Action						
5-C. Code 5-D. Legal A	Authority					6-C. Code 6-D. Legal Authority								
5-E. Code 5-F. Legal A	Authority					6-E. Code 6-F. Legal Authority								
7. FROM: Position T	itle and Number					15. TO: F	osition Ti	tle and Numb	er					
						TRAIN R0255		ECHNICIAN FC: 3310		st FO	C if Air	Guar	d)	
8. Pay Plan 9.Occ. Code 1	0.Grade or Level 11.Ste	13.Pay Basis		17. Occ.	18.Grade or Leve	19.Step	or Rate	20. Total Sala	ary/Award	21. Pay Basis				
				,		Plan GS	1702	09						
12A. Basic Pay	I 2B. Locality Adj.	12C. Adj. Ba	asic Pay	12D. Ot	ther Pay	20A. Basi	c Pay	20B. Locality	Adj.	20C. A	dj. Basic Pay	20D. Oth	ner Pay	
14. Name and Location	of Position's Organi	zation				22. Name	and Location	on of Position's	Organia	zation			****	
							OMERY, ./167TF	, AL 3610 H INF	19-07	11				
EMPLOYEE DA7						124. Tenur	3		125 1	aones (I le	126. V	eterans Pr	ef for RIF	
1 - None 2 - 5-Point	3 - 10-Point/Disabilit 4 - 10-Point/Comper		i - 10-Poin i - 10-Poin		sable/30%		0 - None	2 - Conditional nt 3 - Indefinite	25. A	gency Us			No	
27. FEGLI	4 - To-Folit/Comper	isable C		Compens			tant Indicat					YES ay Rate De		
30. Retirement Plan			31. Se	vice Comp	o. Date (Leave)	32. Work	Schedule				33. P	art-Time F		
												Biwe Pay F	ekiy Period	
POSITION DAT 34. Position Occupied 1 - Competitiv 2 - Excepted S	re Service 3 - SES	General ES Career	35. FI		gory xempt lonexempt	36. Appro	priation Co	de			37. B	argaining (Jnit Status	
38. Duty Station Code					on <i>(City - Co</i> ERY , MO									
40. Agency Data	41.	42.	MON	1 GOM	43.	N I GONEIN	44.							
45. Educational Level	46. Year Degree	Attained 47.	Academi	c Discipli	ne 48. Func	tional Class	49. Citiz	zenship - USA 8 - Other	50. V	eterans S	Status 51. S	upervisory	Status	
PART C - Revie	Control of the Contro	vals (Not	to be t	ised b	y reques		(e.)	I	Initial	s/Signatu	re		Date	
		ais/Oignatare		+			- unotion			o, o ignata				
A. 				_		D. E.							Maryon Company of Company of Company	
C.						F.						Approx	/al Date	
Approval: I certify proposed action is in co						Signature						~ppro/	ai Date	

(Note to Supervisors: Do you know of additional or conflicting reasons If "YES", please state these facts on a separate s			YES NO
A temporary employee is needed to assist incumbent who is recovering from an aut			of the
UIC of Individual's Unit: W8ASAA (Army Individual's Duty MOS: 71L40 (Army Gua Individual's Rank: SFC (Both Air and A	ard only)		
PART E - Employee Resignation/Retirement	(19, san) programme Tri		
17th 2 2mple/secreosignation/retirement	Privacy Act	Statement	
You are requested to furnish a specific reason for your resiretirement and a forwarding address. Your reason may be cor any future decision regarding your re-employment in the Fede and may also be used to determine your eligibility for uner compensation benefits. Your forwarding address will be used to mail you copies of any documents you should have or a compensation to which you are entitled.	nsidered in ral service nployment d primarily	and agencies to issue regulations with regindividuals in the Federal service and their recrequires agencies to furnish the specific refederal service to the Secretary of Labor connection with administration of unemprograms.	ords, while section 8506 ason for termination of or a State agency in
This information is requested under authority of sections 301, 8506 of title 5, U.S. Code. Sections 301 and 3301 authorized	3301, and ze OPM	The furnishing of this information is volunta provide it may result in your not receiving: documents you should have; (2) pay or other co (3) any unemployment compensation benefits entitled.	 your copies of those mpensation due you; and
Reasons for Resignation/Retirement (NOTE: Your reasons avoid generalizations. Your resignation/retirement is effective.)	are used in det	termining possible unemployment benefits. Please	be specific and
2. Effective Date 3. Your Signature 4	I. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIP	Code)
PART F - Remarks for SF 50			

APPENDIX 4E-1

EXTENSION OF TEMPORARY APPOINTMENT CHECKLIST

SF 52 - Extension of temporary appointment

- 1. SF 52 should be submitted if an extension of the temporary appointment is needed.
- 2. Part A, Block 1 Enter "Extension of Temporary Appointment NTE _____" and enter date extension of appointment will terminate.
- 3. Enter in the remarks section (Part D) thorough justification for the extension.
- 4. Signatures: Part A
- Block 5. Signature of immediate supervisor.
- Block 6. Signature of the individual responsible for manning/ceiling control.

For ARNG Units a Memorandum/Letter may be used for signature of other individuals in the chain of command.

- 5. The SF 52 requesting an extension of a temporary appointment must be forwarded so as to arrive at the Human Resources Office at least five (5) working days prior to the date the temporary appointment expires.
- 6. Submit original only.

APPENDIX 4E-2

PART A - Regi	uesting Office (Also comple	ete Part B.	Items 1,	7-22, 32	2, 33,	36, and 39	9.)				
1. Actions Requested	I									2. Req	uest Number	
	F TEMPORARY			26 JUNE	09					4. Propo	osed Effective Date	
JOHN L. DOE		a relepitorio ria	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							03-	-15-09	
5. Action Requested	By (Typed Name, Title	, Signature, and	Request Date)		6. Action A	uthorized	by (Typed Nan	ne, Title, S	Signature, and	Concu	rrence Date)	
JOHN L. DOE,	SUPV, 22 FEB	09			HENRY A	A. ANYC	ONE, AO, 2	23 FEB	09			
PART R - For Pro	eparation of SF 5	O (Use only)	odes in FP	M Sunnlen	ent 292-1	Show	ı all dates ir	n month	-dav-vear	order.		
1. Name (Last, First,		o lose omy	oues mini	ur Guppicii	2. Social Se			3. Date	of Birth		ctive Date	
HAPPY, JANE					999-99-9999 01-01-89							
FIRST ACTION 5-A. Code 5-B. Natur					SECOND ACTION 6-A, Code 6-B. Nature of Action							
5-A. Code 5-B. Natur	Te of Action				O AL COURS OF MARKETS OF MARKETS							
5-C. Code 5-D. Legal	Authority				6-C. Code	6-D. Legal	Authority					
E.E. Codo E.E. L.	A di di				6-E. Code	e E Logal	Authority					
5-E. Code 5-F. Legal	Authority			o-E. Code	o-r. Legai	Authority						
7. FROM: Position	Title and Number		15. TO: Po	osition Ti	tle and Numb	oer						
TRAINING TE	CHNICIAN						ECHNICIAN				G 1\	
R0255100 F	C: 3310 (Li	st FC if	Air Guar	rd)	R0255	100 F	C: 3310	(L1S	t FC 11	Air	Guard)	
8. Pay Plan 9.Occ. Code	10.Grade or Leve 11.Ste	p or Rate 12. Tot	al Salary	13.Pay Basis		17. Occ.	18.Grade or Leve	e 19.Step o	r Rate 20. To	tal Sala	ry/Award 21. Pay Basis	
GS 1702	09		GS	1702	09							
12A. Basic Pay	12B. Locality Adj.	ther Pay	20A. Basic Pay 20B. Locality Adj. 20C. Adj. Basic Pay 20D. Ot						20D. Other Pay			
14. Name and Location	on of Position's Organi	ization		22. Name a	and Location	on of Position's	Organizat	ion				
JFHQ, AL, P	O.O. BOX 3711						P.O. BOX					
The second secon	AL 36109-07	11			MONTGO HQ, 1		AL 3610	9-071	1			
HQ, 1/167TH	I INF				ng, i	/ 10 / 11	1 INF					
EMPLOYEE DA					124. Tenure			1		126 1/4	eterans Pref for RIF	
23. Veterans Preferer	3 - 10-Point/Disabilit 4 - 10-Point/Comper		10-Point/Other 10-Point/Comper	osable/30%) - None	2 - Conditional	25. Age	ncy Use		ES NO	
2 - 5-Point 27. FEGLI	4 - 10-Foliti/Compei	isable 0 -	10-1 dilit/Compei	134516/30 /0	28. Annuita						y Rate Determinant	
30. Retirement Plan			31. Service Com	np. Date (Leave)	32. Work S	Schedule				33. Pa	rt-Time Hours Per Biweekly Pay Period	
POSITION DA	ТΔ									6.14	TayTonia	
34. Position Occupied	d	General	35. FLSA Cat	egory Exempt	36. Appropriation Code 37. Barga						rgaining Unit Status	
2 2 - Excepted	d Service 4 - S	ES Career	N -	Nonexempt								
38. Duty Station Cod	de		39. Duty Stat MONTGOM									
40. Agency Data	41.	42.		43.		44.						
										1		
45. Educational Level	46. Year Degree	Attained 47. A	cademic Discipl	line 48. Funct	tional Class	49. Citiz	• • •	-	erans Status	51. St	pervisory Status	
PART C - Revi	ews and Appro	vals (Not to	be used b	ov requesi	tina office		- USA 8 - Other	L		1 1		
1. Office/Function		ials/Signature		Date		Function		Initials/S	Signature		Date	
Α.					D.							
					-							
В.					E.							
C.					F.							
			, .		Signature						Approval Date	
	fy that the information compliance with statu											

	arks by Requesting Office Do you know of additional or conflicting reason of "YES", please state these facts on a separation.			YES	□ NO
Incumbent of	this position will not r	eturn from	sick leave as anticipated.		
PART E - Empl	oyee Resignation/Retirement	Privacy Act	Statement		
ou are requested	to furnish a specific reason for your re	esignation or	and agencies to issue regulations with re-	gard to em	ployment o
any future decision and may also be compensation bene to mail you copies	rwarding address. Your reason may be a regarding your re-employment in the Fe used to determine your eligibility for unfits. Your forwarding address will be used from the sound of the sound have on the sound have so the sound	deral service nemployment sed primarily	individuals in the Federal service and their recrequires agencies to furnish the specific refederal service to the Secretary of Labor connection with administration of unemprograms.	ason for te or a Stat	ermination of e agency i
This information is	requested under authority of sections 30 U.S. Code. Sections 301 and 3301 authority	1, 3301, and orize OPM	The furnishing of this information is volunt provide it may result in your not receiving: documents you should have; (2) pay or other cd (3) any unemployment compensation benefit entitled.	(1) your co ompensation	pies of thos due you; an
Reasons for Re avoid generaliz	signation/Retirement (NOTE: Your reason	ective at the end	termining possible unemployment benefits. Pleased of the day - midnight - unless you specify otherw	rise.)	and
2. Effective Date 3.	our Signature	4. Date Signed	5. Forwarding Address (Number, Street, City, State, ZIF	' Code)	
PART F - Rem	arks for SF 50				

APPENDIX 4F-1

TERMINATION OF TEMPORARY TECHNICIAN PRIOR TO NTE DATE CHECKLIST

SF 52 - Termination of Temporary Technician prior to NTE Date

- 1. A SF 52 should be submitted if the services of the temporary technician are no longer required. The remarks section should contain a statement as to the reason for the termination. Also, the technician should be notified as far in advance as possible. If a technician does not work the full term of his/her appointment as originally scheduled and he/she elects to resign, a SF 52 should be submitted for resignation.
- 2. Signatures: Part A
- Block 5. Signature of immediate supervisor or technician if action is a resignation.
- Block 6. Signature of the individual responsible for manning/ceiling control.

For ARNG Units a Memorandum/Letter may be used for signatures of other individuals in the chain of command. The AO of the major command must sign in block 6 as he/her is the individual who administers the program ceiling which TAG has allotted his/her command.

3. Submit original only.

APPENDIX 4F-2

PART A - Request	sting Office (Also co	omplete Pa	art B, I	tems 1,	7-22, 3	2, 33,	36, and 39	9.)	2. Rec	uest Number			
	F TEMPORARY APP	OINTMENT	PRIC	R TO N	TE DAT	E							
3. For Additional Informa	ation Call (Name and Telepho	ne Number)							4. Prop	osed Effective Date			
JOHN L. DOE,	222-0000								06	-20-09			
5. Action Requested By	(Typed Name, Title, Signatu	re, and Reques	t Date)		6. Action	Authorized	by (Typed Nan	ne, Title, Signati	ure, and Concu	ırrence Date)			
JOHN L. DOE, ST	UPV, 22 FEB 09				JANE L	. ANYO	NE, AO, 23	3 FEB 09					
PART B - For Prepa 1. Name (Last, First, Mic	aration of SF 50 (Use	only codes	in FPM	Supplem	nent 292- 2. Social S			3. Date of Birt) ective Date			
HAPPY, JANE L	1.				9	99-99-	9999	01-01-	89				
FIRST ACTION						D ACTI							
5-A. Code 5-B. Nature o	f Action				6-A. Code 6-B. Nature of Action								
5-C. Code 5-D. Legal Au	Ab a side .				6-C. Code 6-D. Legal Authority								
5-C. Code 5-D. Legal Au	ithority				0-C. Code 0-D. Legal Authority								
5-E. Code 5-F. Legal Au	thority				6-E. Code 6-F. Legal Authority								
7. FROM: Position Titl	a and Number				15 TO: 0	Position Ti	tle and Numb	or					
					15. 10. F	OSIGOII II	de and warms	ici					
TRAINING TECH RO255100	NICIAN FC: 3310 (List	FC if A	ir Gu	ard)									
8. Pay Plan 9.0cc. Code 10.	Grade or Level 11.Step or Rate	12. Total Salar	v	13.Pay Basis	16. Pay	17. Occ.	18.Grade or Leve	19.Step or Rate	20. Total Sala	ry/Award 21. Pay			
	19		´		Plan	Code				Basis			
	B. Locality Adj. 12C. Ad	er Pay	20A. Basid	c Pay	20B. Locality	Adj. 20C. A	dj. Basic Pay	20D. Other Pay					
14. Name and Location of	of Position's Organization				22 Name	and Location	on of Position's	Organization					
					ZZ, IVallie	and Locati	on or rosidon s	Organization					
JFHQ, AL, P.C MONTGOMERY, A													
HQ, 1/167TH I													
~, -,													
EMPLOYEE DATA	A					444							
23. Veterans Preference	3 - 10-Point/Disability	5 - 10-Point/	Other		24. Tenure	e O - None	2 - Conditional	25. Agency U	se 26. Ve	eterans Pref for RIF			
2 - 5-Point	4 - 10-Point/Compensable	6 - 10-Point/		ble/30%			nt 3 - Indefinite			YES NO			
27. FEGLI					28. Annuitant Indicator 29. Pay Rate D								
									22 Pa	art-Time Hours Per			
30. Retirement Plan		31. Serv	rice Comp.	Date (Leave)	32. Work	Schedule			33. Fa	Biweekly			
			04.19 4 .014.20.20.20.20							Pay Period			
POSITION DATA 34. Position Occupied		135 FI S	SA Catego	orv	36. Appro	printing Co	do		27 Rs	argaining Unit Status			
1 - Competitive			E - Exe		30. Appro	рпацоп Со	ue		37. 66	ingaining Offic Status			
2 2 - Excepted Ser 38. Duty Station Code	rvice 4 - SES Career	39. Du			unty - State	or Oversea	as Location)						
co. Buty clation code					ITGOMER								
40. Agency Data	41.	42.		43.		44.							
45. Educational Level	46. Year Degree Attained	47. Academic	Discipline	48. Funct	ional Class	49. Citi	zenship	50. Veterans	Status 51. Su	pervisory Status			
						1	- USA 8 - Other						
PART C - Review	vs and Approvals (A	ot to be u	sed by	request	ing offic	e.)							
1. Office/Function	Initials/Signate	ire		Date	Office	/Function		Initials/Signatu	ıre	Date			
Α.					D.								
В.					E.								
C.		1			F.								
2. Approval: I certify the	hat the information entered	on this form is	accurate	and that the	Signature					Approval Date			
proposed action is in con	npliance with statutory and i	egulatory requi	rements.										
CONTINUED ON REVI	ERSE SIDE				OVER		Editions	Prior to 7/91		ble After 6/30/93 540-01-333-6239			

Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.)													NO NO
Incumbent of	f this	position	on will	return	to du	ty fro	n LWOP	on	21 Jun	e 2009.			
PART E - Empl	loyee Re	signation	/Retireme	ent	Drives	Act Stat							
You are requested	to furnic	h a specifi	a raasan fa	r vour roc				os to	issus ro	gulations	with regard	to em	ployment of
retirement and a formany future decision and may also be compensation beneto mail you copies compensation to w	orwarding regarding used to defits. You of any	address. No your re-er determine your forwarding documents	our reason nployment i our eligibili ng address you should	may be co in the Fede ty for une will be use	onsidered eral servio mployme ed primari	in income recent Fe	ividuals i Juires ag deral ser	n the jencies rvice	Federal se s to furni to the S	ervice and sh the sp ecretary o	their record ecific reaso of Labor or	s, while s n for te a State	section 8506 rmination of agency in ompensation
This information is 8506 of title 5,	requested	d under auth	nority of sec			nd pro do (3)	vide it r	nay re you sh	esult in yo hould have	our not rec ; (2) pay o	ceiving: (1) r other comp	your copensation	r, failure to pies of those due you; and you may be
Reasons for Re avoid generalize	signation	Retirement	(NOTE: Yo	ur reasons	are used	in determ	ning poss	sible u	nemploym	ent benefit	s. Please be	specific	and
avoid generaliz	ations. Y	our resigna	uon/reurem	ent is effec	stive at tr	ie end or t	ne day - i	mariigi	int - uniess	you specii	y otherwise.	.1	
2. Effective Date 3. Y	our Signat	ure		•	4. Date Sig	ned 5. Fo	rwarding A	Address	s (Number, S	Street, City,	State, ZIP Coo	de)	
DARTE Rem	sulva fav	or en											
PART F - Rem	arks for	SF 30											